Naval Aircrewman - Helicopter (AWS)

July 2022

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Introducing

OaRS
OCCUPATIONAL and READINESS STANDARDS

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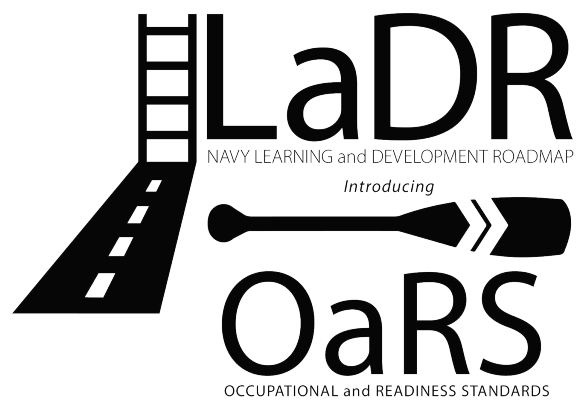
United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will
obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend
freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Naval Aircrewman - Helicopter community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Naval Aircrewman - Helicopter?

Naval Aircrewman - Helicopter roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Naval Aircrewman - Helicopter roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Naval Aircrew Candidate School, and Naval Aircrewman Helicopter "A" School at Naval Air Station Pensacola FL, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

Naval Aircrewman Helicopter (AWS) belongs to a diverse advanced technical community that is highly specialized to the platform they are assigned. AWS's operate various aircraft systems to support Surface Warfare (SUW), Search and Rescue (SAR), Combat Search and Rescue (CSAR), Naval Special Warfare (NSW), Airborne Mine Countermeasure (AMCM), and Logistic missions onboard H-60S and H-53 aircraft. Members also serve as Unmanned Aircraft Systems (UAS) pilots and payload operators.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
27-30	AWSCM	26.6 Yrs	CSEL	36	4th Shore Tour Duty: FRS, WING, NASC, SARMM, NPC SEL, WS, NAVMAC
24-27	AWSCM AWSCS	26.6 Yrs 18.2	CMC/CSEL	36	4th Sea Tour Billet: LCPO Duty: HSC, HM, SRT, NAVMAC Qualification: SWTI, NATOPS Instructor/Evaluator
21-24	AWSCM AWSCS AWSC	26.6 Yrs 18.2 14.4	CWO, CMC/CSEL, ECM, Detailer/Placement Coordinator/Rating Specialist	36	3rd Shore Tour Billet: SARMM, NAVAIR, FRS Instructor / Evaluator, Weapons School, SAR Evaluator, NAWDC, NSO/NSW/AIRR Program Manager/Coordinator, Water Survival Instructor, SAR School, NACCS, Station SAR, HX, VX, HT, ATG, NSWG Ten, Qualification: MTS/ATS
17-21	AWSCS AWSC AWS1	18.2 Yrs 14.4 9.4	LDO, CWO, OCS, MECP, CSEL	42	3rd Sea Tour Billet: Operations LPO/LCPO Duty: HSC, HM, SRT Qualification: SWTI, MC, NATOPS, Instructor/Evaluator
14-17	AWSCS AWSC AWS1	18.2 Yrs 14.4 9.4	LDO, CWO, OCS, MECP, CSEL	36	2nd Shore Tour Billet: NAVAIR, FRS Instructor/Evaluator, Weapons School, SAR Evaluator, Joint Service Training Program Instructor, NAWDC, NSO/NSW/AIRR Program Manager/Coordinator, Water Survival Instructor, SAR School, NACCS, Station SAR, HX, VX, HT, ATG, SRT Qualification: MTS/ATS
10-14	AWSC AWS1 AWS2	14.4 Yrs 9.4 3.3	LDO, CWO, OCS, MECP	42	2nd Sea Tour Billet: Operations LPO/LCPO Duty: HSC, HM, SRT Qualification: SWTI, MPO, MC, NATOPS/Training, WTI-MH53

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
7-10	AWS1 AWS2 AWS3	9.4 Yrs 3.3 1.9	STA-21,OCS, MECP	36	1st Shore Tour Billet: NAWDC, FRS Instructor/Evaluator, Weapons School, SAR Evaluator, Joint Service Training Program Instructor, NAVAIR, Water Survival Instructor, SAR School, NACCS, Station SAR, HX, VX, HT, ATG Qualification: MTS/ATS
2-7	AWS2 AWS3	3.3 Yrs 1.9	STA-21,OCS, MECP, Naval Academy, NROTC	54	1st Sea Tour Billet: Aircrewman Duty: HSC, HM Qualification: NAWS, EAWS, MPO NATOPS Instructor, SAR PO., ACTC Level III
1-2+/-	AWS3 AWSAN AWSAA Accession Training,	1.9 Yrs 9 Months			Recruit Training, NACCS, RSS, CNATT, FRS and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. This rating is not a compression rating. The following service ratings were effective on 1 Oct 2008: AWR, AWS, AWO, AWF, AWV which fall under the general rating AW. Effective 28 Oct 2016, Senior Chief Petty Officers no longer compress to AWCM.

2. Upon completion of initial training pipelines, AWSs are typically closed-loop detailed by NEC/platform until there is no longer a need for that NEC.

3. Member must volunteer for duty involving flying.

4. Must attend refresher training at a Fleet Replacement Squadron if member was distributed to a billet not requiring regular flight. Annual NATOPS evaluations. Annual Search and Rescue evaluations (Rescue Swimmers Only).

5. Career enhancing billets or tours and special qualifications include: FRS Instructor, NAWDC Instructor, Weapons School, Overseas Sea duty (FDNF), ECM/Detailer/Placement Coordinator/Rating Specialist, NACCS, SAR School, "A" School, NSO/NSW/AIRR Program Manager/Coordinator, and Joint Service Training.

6. Due to Fleet manning priorities, AWSs are not typically provided the opportunity to pursue shore duty outside of their respective community such as RDC and Navy Recruiting with the exception of NSO/NSW Coordinator Duty.

7. Consecutive Non-Flying tours is not desirable.

8. In addition to operational duties, all AWs are required to maintain minimum Naval Aircrew standards as well as maintain a SECRET or higher security clearance.

Revised: March 2021

9. HSC Qualification Levels:

Level I	FRS Graduate - Warfare Qualification
Level II	Position Qualification - Utility Crewman - Assistant SAR / NATOPS PO
Level III	1st tour expectation - PQS Qualifier/Instructor - SAR / NATOPS PO
AGI	1st tour possible - Standardization - SAR / NATOPS PO
Level IV	Instructor screen - NEC awarded school required 777A (8210) - expected SME for Mission Planning.
Level V	Instructor screen - NEC awarded school required 777A (8210) - expected SME for Mission Planning.
FRS Instructor	Instructor screen - NEC awarded school required 805A (9502) - initial accession management.

10. HM Qualification Levels:

Level I	FRS Graduate - Warfare Qualification
Level II	Position Qualification - Utility Crewman - OPS/ NATOPS/Training PO
Level III	PQS Qualifier- Tactics/OPS/NATOPS/Training PO, AMNS Instructor, AN-AQS 24B/C Instructor and AGI
Level IV	Instructor screen - SME for Mission Planning. FRS Instructor -- NEC awarded school required 805A (9502) - initial accession management. MAWTS-1 NITE Lab Instructor
Level V	Instructor screen - SME for Mission Planning. FRS Instructor -- Instructor screen - NEC awarded school required 805A (9502) - initial accession management. AMCM WTI (SWTI equivalent).

11. UAS Specific:

Combat Service Support	NEC required 854A (5306) - Entry level qualification to provide NSW support.
Combat Support	NEC required 837A (5307) - Reserved for personnel integrating with SEAL combat elements.
Mission Commander	NEC required 838A (5308) - Expected SME for Mission Planning and UAS operations, pinnacle qualification.

EXW qualified, should be a detractor if not obtained later within the NSW tour.

12. Acronyms specific to the AW rate include:

ACTC	Air Combat Training Continuum
AERR	Advancement Exam Readiness Review
AIRR	Aviation Rescue Swimmer
ALSS	Aviation Life Support Systems
AGI	Aerial Gunner Instructor
AMNS	Airborne Mine Neutralization System
ATG	Afloat Training Group
ATS	Afloat Training Specialist
AVO	Air Vehicle Operator
CNATT	Center for Naval Aviation Technical Training
CNRC	Commander, Navy Recruiting Command
CSS	Combat Service Support
CS	Combat Support
DRRS-N	Defense Readiness Reporting System-Navy
ECM	Enlisted Community Manager
ENARG	Enablers Naval Aviation Requirements Group
EXW	Expeditionary Warfare Specialist
FRR	Fleet Readiness Review
FRS	Fleet Replacement Squadron

Revised: March 2021

HARP	Helicopter Advanced Readiness
HSC	Helicopter Sea Combat Squadron
HPRR	Human Performance Readiness Review
HM	Helicopter Mine Countermeasures Squadron
HT	Helicopter Training Squadron (Pilot Initial)
HX	Air Test and Evaluation Squadron
JTAC	Joint Terminal Attack Controller
ILSMT	Integrated Logistics Support Management Team
IPT	Integrated Product Team
MAWTS-1	Marine Aviation Weapons and Tactics Squadron One
MC	Mission Commander
MPO	Mission Payload Operator
MTS	Master Training Specialist
NACCS	Naval Aircrew Candidate School
NAPP	Naval Aviation Production Process
NASC	Naval Aviation Schools Command
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NAVAIR	Naval Air Systems Command
NAWDC	Naval Aviation Warfighting Development Center
NAWS	Naval Aircrew Warfare Specialist
NITE	Night Imaging and Threat Evaluation
NPC	Navy Personnel Command
NSO	Naval Special Operations
NSW	Naval Special Warfare
NSWG	Naval Special Warfare Group
PAC/PARG	Production Alignment Conference/Production Alignment Requirements Group
RSS	Rescue Swimmer School
SAR	Search and Rescue
SARMM	Search and Rescue Model Manager
SRT	Special Reconnaissance Team
SWTI	Squadron Weapons Tactics Instructor
TRR	Training Readiness Review
UAS	Unmanned Aircraft Systems
VX	Air Test and Evaluation Squadron
VXS	Scientific Development Squadron
WS	Weapons School

Considerations for advancement from E6 to E7

1. Sea Assignments(all)
   - Minimum ACTC LVL III
   - Serving as LPO (Ops/Train/Safety/Detachment)
   - At least two warfare pins, NAWS (NAC) is mandatory
   - Major command impact/leadership/collaterals/FCPOA/Sailor 360
   - Leading command inspections (NATOPS/SAR/HARP)

2. Shore Assignments (all)
   - Initial entry training pipeline (FRS/HT/NACCS/RSS/NETC) or community training site (WS/NAWDC). If outside community Joint Service Command, NPC/RTC/ATG or NSO/NSW recruiting preferred.
   - MTS qualified, should be a detractor if not obtained later within the tour awarding 805A NEC.
   - LPO, major command impact leadership/collaterals/FCPOA/ Sailor 360
   - Leading command inspections (NATOPS/SAR/HARP)

Revised: March 2021

Considerations for advancement from E7 to E8

1. Sea Assignments(all)
   - Minimum ACTC LVL III
   - Serving as DLCPO (Ops/Train/Detachment)
   - Leading in the Mess/command/CPOA/ Sailor 360
   - SEA/SEL roles, noting time served and impact
   - Major command impact/leadership
   - Major community impact/leadership (Selection Board Member or Recorder, TRR/HPRR, ENARG, FRR, AERR, ALSS IMP, NATOPS Conference, SARMM Symposium, NAWDC Reblue, FRS Curriculum IPT, NAPP PAC, ILSMT and Tactics Continuum)
   - SRT specific, Mission Commander Designation
   - Managing ACTC qualifications, DRRS-N requirements and AWS manning levels

2. Shore Assignments(all)
   - Initial entry training pipeline (FRS/HT/NACCS/RSS/NETC) or community training site (WS/NAWDC). If outside community Joint Service Command, NPC/CNRC/RTC/ATG or NSO/NSW recruiting preferred.
   - Serving as DLCPO
   - Inspector/Evaluator
   - Leading in the Mess/command/CPOA/ Sailor 360
   - SEA/SEL roles, noting time served and impact
   - Major community impact/leadership (Selection Board Member or Recorder, TRR/HPRR, ENARG, FRR, AERR, ALSS IMP, NATOPS Conference, SARMM Symposium, NAWDC Reblue, FRS Curriculum IPT, NAPP PAC, ILSMT and Tactics Continuum)
   - Managing ACTC qualifications, DRRS-N requirements and AWS manning levels

Considerations for advancement from E8 to E9

1. Sea Assignments(all)
   - Minimum ACTC LVL III
   - Serving as DLCPO (Ops/Train/Detachment)
   - Leading in the Mess/command/CPOA/Sailor 360
   - SEA/SEL roles, noting time served and impact
   - Major command impact/leadership
   - Major community impact/leadership (Selection Board Member or Recorder, TRR/HPRR, ENARG, FRR, AERR, ALSS IMP, NATOPS Conference, SARMM Symposium, NAWDC Reblue, FRS Curriculum IPT, NAPP PAC, ILSMT and Tactics Continuum)
   - Managing ACTC qualifications, DRRS-N requirements and AWS manning levels

2. Shore Assignments(all)
   - Initial entry training pipeline (FRS/NACCS/RSS/NETC) or community training site (WS/NAWDC). If outside community NPC/CNRC/RTC/ATG or NSO/NSW recruiting preferred.
   - Serving as DLCPO
   - Inspector/Evaluator
   - Leading in the Mess/command/CPOA/ Sailor 360
   - SEA/SEL roles, noting time served and impact
   - Community management
   - Major community impact/leadership (Selection Board Member or Recorder, TRR/HPRR, ENARG, FRR, AERR, ALSS IMP, NATOPS Conference, SARMM Symposium, NAWDC Reblue, FRS Curriculum IPT, NAPP PAC, ILSMT and Tactics Continuum)
   - Managing ACTC qualifications, DRRS-N requirements and AWS manning levels

Revised: March 2021

Naval Aircrewman Helicopter (AWS) belongs to a diverse community that is highly specialized to the platform to which they are assigned. AWS's operate various aircraft systems to support Anti-Surface (ASUW), Search and Rescue (SAR), Combat Search and Rescue (CSAR), Naval Special Warfare (NSW), Airborne Mine Countermeasure (AMCM), Organic Airborne Mine Countermeasures (OAMCM), and Logistic missions onboard HH-60H, MH-60S and MH-53 aircraft. Members also serve as Unmanned Aerial Systems (UAS) pilots and payload operators.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	AWCM	22.4 Yrs	CSEL	N/A	Billet: CSEL, Dept LCPO Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: SEA, MTS, ACTC LVL III
23-26	AWCM AWSCS	22.4 Yrs 21.6	CSEL	N/A	Billets: CSEL, Dept LCPO Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: SEA, MTS, ACTC LVL III
20-23	AWCM AWSCS AWSC	22.4 Yrs 21.6 18.3	CWO, OCS, CSEL	N/A	Billets: CSEL, Dept LCPO Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: SEA, MTS, ACTC LVL III
16-20	AWSCS AWSC AWS1	21.6 Yrs 18.3 9.9	CWO, OCS, MECP, CSC, CSEL	N/A	Billets: NATOPS LPO/LCPO, Training LPO/LCPO, Operations LPO/LCPO, FRS Instructor Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: MTS, ACTC LVL III
13-16	AWSC AWS1	18.3 Yrs 9.9	LDO, CWO, OCS, MECP, CSEL	N/A	Billets: NATOPS LPO/LCPO, Training LPO/LCPO, Operations LPO/LCPO, FRS Instructor Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: MTS, ACTC LVL III

Revised: July 2019

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
9-13	AWSC AWS1 AWS2	18.3 Yrs 9.9 4.7	LDO, MECP, OCS	N/A	Billets: NATOPS LPO/LCPO, Training LPO/LCPO, Operations LPO/LCPO, FRS Instructor Duty: HSC, HM, UAS, HUQ Position: SWTI, FRS Instructor, UAS Operator Qualification: MTS, ACTC LVL III
1-6	AWS2 AWS3	4.7 Yrs 3.7	STA-21, MECP, OCS Naval Academy, NROTC	N/A	Billet: Aircrewman Duty: HSC, HM, HUQ Qualification: NAWS, EAWS, NATOPS Instructor, SAR PO, ACTC LVL II/III
1+/-	AWS3 AWSAN AWSAA Accession Training	3.7 Yrs 9 Months		N/A	Recruit Training, NACCS, RSS, NASC, FRS and all schools or training events required to be completed prior to reporting to their first operational command

NOTES:
1. "A" school required.

2. This is a compression rating - AWF/AWO/AWR/AWS merge at the Master Chief paygrade.

3. Upon completion of initial training pipelines, AWSs are typically close-looped detailed by NEC/platform until there is no longer a need for that NEC.

4. Member must volunteer for duty involving flying.

5. Must attend refresher training at a Fleet Replacement Squadron if member was assigned to duties not involving flying. Must also comply with annual NATOPS evaluations and annual Search and Rescue evaluations. (Rescue Swimmers Only).

6. Career enhancing billets or tours and special qualifications include: FRS Instructor, Weapons School/Weapons Tactics Unit Instructor, Squadron, Recruiting, NACCS, SAR School, and A School.

7. In addition to operational duties, all AWs are required to maintain minimum Naval Aircrew standards as well as maintain a SECRET or higher security clearance.

8. ACRONYMS SPECIFIC TO THE AW RATE INCLUDE:

ACTC	Aircrew Training Continuum
AERR	Advancement Exam Readiness Review
AIRR	Aviation Rescue Swimmer
ALSS	Aviation Life Support Systems
AGI	Aerial Gunner Instructor
ATG	Afloat Training Group
ATS	Afloat Training Specialist
AVO	Air Vehicle Operator

Revised: July 2019

CNATT	Center for Naval Aviation Technical Training
CNRC	Commander, Navy Recruiting Command
ECM	Enlisted Community Manager
ENARG	Enablers Naval Aviation Requirements Group
FRR	Fleet Readiness Review
FRS	Fleet Replacement Squadron
HSC	Helicopter Sea Combat Squadron
HPPR	Human Performance Readiness Review
HM	Helicopter Mine Countermeasures Squadron
HT	Helicopter Training Squadron (Pilot Initial)
HUQ	Helicopter Unmanned Systems
HX	Air Test and Evaluation Squadron
IPT	Integrated Product Team
MPO	Mission Payload Operator
MTS	Master Training Specialist
NACCS	Naval Aircrew Candidate School
NAPP	Naval Aviation Production Process
NASC	Naval Aviation Schools Command
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NAVAIR	Naval Air Systems Command
NAWDC	Naval Aviation Warfighting Development Center
NAWS	Naval Aircrew Warfare Specialist
NPC	Navy Personnel Command
NSO	Naval Special Operations
NSW	Naval Special Warfare
NSWG	Naval Special Warfare Group
PAC/PARG	Production Alignment Conference/Production Alignment Requirements Group
RSS	Rescue Swimmer School
SAR	Search and Rescue
SARMM	Search and Rescue Model Manager
ST	Seal Team (Seal Team 17/Seal Team 18)
SWTI	Squadron/SEAHAWK Weapons Tactics Instructor
TRR	Training Readiness Review
TSU	Tactical Support Unit
UAS	Unmanned Aircraft Systems
VTUAV	Vertical Takeoff and Tactical Landing Unmanned Air Vehicle
VX	Air Test and Evaluation Squadron
VXS	Scientific Development Squadron
WWS	Wing Weapons School

9. Maintenance rated Helicopter Aircrewmen were merged into the AW rating in 2005. The following service ratings were effective on 1 Oct 2008: AWR, AWS, AWO, AWF, AWV which fall under the general rating AW. Senior Chief Petty Officers in the five service ratings compress to the AWCM rating when selected as a Master Chief Petty Officer.

10. AWSs shall be qualified as a Naval Aircrew Warfare Specialist (NAC) and should be designated as an Enlisted Aviation Warfare Specialist (AW) or any other warfare designator based upon type of assignment.

11. NECs held by SELRES AWSs:

776A: Naval Aircrewman (Special Assignment)[1]
777A: Weapons and Tactics Instructor
805A: Instructor
G01A: HH-60H Utility Aircrewman
G02A: Helicopter Search and Rescue Aircrew Swimmer
G03A: MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator
G12A: SH-60F/HH-60H Multi-Sensor Operator

Revised: July 2019

G13A: MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman
G34A: MH-60S Multi-Mission Helicopter Aircrewman

NEC Notes:

(1) Personnel assigned to this DNEC are assigned to BUPERS designated special billets with joint services, foreign services and special assignments where USN coding is not applicable. Naval aircrewmen assigned to these billets (ie. SEAL Team, UAV, UAS) cannot earn aircrew designation (NAC).

12. HSC Qualification Levels (ACTC):

Level I	FRS Graduate - Warfare Qualification
Level II	Position Qualification - Utility Crewman - Assistant SAR/NATOPS PO
Level III	1st tour expectation - PQS Qualifier - SAR / NATOPS PO
AGI	1st tour possible - Standardization - SAR / NATOPS PO
Level IV	Instructor screen - NEC awarded school required 777A (8210) - expected SME for Mission Planning.
Level V	Instructor screen - NEC awarded school required 777A (8210) - expected SME for Mission Planning
FRS Instructor	Instructor screen - NEC awarded school required 805A (9502) - initial accession management

13. HM Qualification Levels (ACTC):

Level I	FRS Graduate - Warfare Qualification
Level II	Position Qualification - Utility Crewman - OPS/ NATOPS/Training PO
Level III	PQS Qualifier- Tactics/OPS/NATOPS/Training PO
Level IV	Instructor screen - SME for Mission Planning. FRS Instructor -- NEC awarded school required 805A (9502) - initial accession management
Level V	Instructor screen - SME for Mission Planning / FRS Instructor - Instructor screen - NEC awarded school required 805A (9502) - initial accession management / AMCM WTI with Wing Weapons School

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to a SEAL Team billet, should be qualified as a UAS Operator (AVO/MPO)
- Qualified as a NATOPS Instructor, Assistant NATOPS Instructor, SAR Instructor, Assistant SAR Instructor, Standardization Instructor, or Evaluator in assigned seat position
- Leading command through all major inspections (NATOPS/SAR/HARP)
- Should be assigned as Leading Petty Officer (LPO) of Operations, Training, or Tactics
- First Class Petty Officer Association Involvement
- Sailor 360 involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated

2. Shore Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to a SEAL Team billet, should be qualified as UAS Operator (AVO/MPO)
- Should show active support to Training UIC assigned
- Should be assigned as Leading Petty Officer (LPO) of Operations, Training, or Tactics departments

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- First Class Petty Officer Association Involvement
- Sailor 360 involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated
- If assigned instructor duty, should be designated 805A NEC and qualified Master Training Specialist (MTS)

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to HUQ or SEAL Team billet, should be qualified as a UAS Operator (AVO/MPO)
- Should be assigned as Leading Chief Petty Officer (LCPO) of Operations, Training, or Tactics departments
- Active in Chief Petty Officer Association
- Active in Community Management
- Sailor 360/CPO Initiation involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated
- Major command impact/leadership

2. Shore Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to HUQ or SEAL Team billet, should be qualified as a UAS Operator (AVO/MPO)
- Should be assigned as Leading Chief Petty Officer (LCPO) of Operations, Training, or Tactics departments or assigned as a Command SEL
- Active in Chief Petty Officer Association
- Active in Community Management
- Sailor 360/CPO Initiation involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated
- If assigned at instructor duty, should be designated 805A NEC and qualified Master Training Specialist (MTS)

Considerations for advancement from E8 to E9

Selected Reserve (SELRES) Naval Aircrew ratings are compressed at the Master Chief level and Senior Chief Petty Officers will compete amongst qualified candidates in the AWF, AWO, AWR, and AWS ratings for advancement to AWCM.

1. Sea Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Strong consideration for LVL IV/V qualified Squadron Weapons Tactics Instructors (SWTI/WTI)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to HUQ or SEAL Team billet, should be qualified as a UAS Operator (AVO/MPO)
- Should be assigned as Senior Enlisted Leader (SEL) or Leading Chief Petty Officer (LCPO) of Operations, NATOPS, Training, or Tactics
- Leader in the Chief Petty Officer Association
- Sailor 360/CPO Initiation involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated
- Major command impact/leadership
- Graduate of the Senior Enlisted Academy – 8SEA NEC

2. Shore Assignments (all)

5

If an Aircrew Sailor is assigned to a NOSC and Cross Assigned In to a Squadron or SEAL Team they should hold or maintain the following:

- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Strong consideration for LVL IV/V qualified Squadron Weapons Tactics Instructors (SWTI/WTI)
- If assigned to a squadron, shall hold qualifications in aircraft (i.e. T/M/S Crew Chief, ACTC LVL III or SWTI) and maintain currency and flight hours
- If attached to HUQ or SEAL Team billet, should be qualified as a UAS Operator (AVO/MPO)
- If assigned at instructor duty, should be designated 805A NEC and qualified Master Training Specialist (MTS)
- Should show active support to Training UIC assigned
- Should be assigned as Leading Chief Petty Officer (LCPO) or Senior Enlisted Leader (SEL)
- Leader in the Chief Petty Officer Association
- Sailor 360/CPO Initiation involvement – teaching peers and leading a committee
- Command Collateral Duties with impact stated
- Aircrew Community Working Group Involvement / Community Wide Impacts
- Graduate of the Senior Enlisted Academy – 8SEA NEC

Revised: July 2019

OaRS
OCCUPATIONAL and READINESS STANDARDS

Naval Aircrewman - Helicopter
Occupational and Readiness Standards (OaRS) to E4
NAVEDTRA 44017

NAME:

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AIRCREW ADMINISTRATION

Task Objective	** Supv Init	Date
Coordinate daily flight schedule inputs		
Evaluate Situation Reports (SITREP) for mission analysis		
Maintain flight records		
Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications		
Maintain publications library		
Prepare flight hour reports		
Prepare flight schedules		
Prepare mission summary logs		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

AIRCREW DUTIES

Task Objective	** Supv Init	Date
Analyze load characteristics		
Analyze Meteorological and Oceanographic (METOC) conditions		
Analyze Missions		
Analyze operational environments		
Classify enemy aircraft		
Classify enemy ships		
Classify enemy vehicles		
Conduct aircraft system testing		
Conduct aircrew mission briefs		
Deploy marker locators		
Detect targets		
Document aircraft system discrepancies		
Employ Crew-Served Weapons (CSW)		
Evaluate post-flight mission data		
Identify targets		
Inspect Aviation Life Support Systems (ALSS) equipment		
Inspect Helicopter In-Flight Refueling (HIFR) equipment		
Inspect navigational publications		
Inspect Night Vision Device (NVD) equipment		
Inspect ordnance equipment		
Inspect weapon systems		
Load mission software		
Monitor aircraft performance		
Monitor Helicopter Air-to-Air Refueling (HAAR)		
Monitor visual contacts		
Operate aircraft computer systems		
Operate hoist/winch		
Perform aerial navigation operations		
Perform aircraft emergency procedures		
Perform aircraft fueling		
Perform aircraft in-flight servicing procedures		
Perform aircrew mission planning		
Perform Basic Life Support (BLS)		
Perform Cardiopulmonary Resuscitation (CPR)		
Perform Crew Resource Management (CRM)		
Perform emergency equipment operations		
Perform general crew aircraft inspections		
Perform Helicopter In-Flight Refueling (HIFR) operations		
Perform internal and external communications		
Perform land survival techniques		
Perform mission planning		
Perform Night Vision Device (NVD) operations		
Perform pre and post flight aircraft inspections		
Perform visual searches		
Perform weapons and stores procedures		
Record mission data		
Report in-flight status		
Review aircraft records		
Verify Aircraft Weight and Balance (W&B)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

AIRCREW TRAINING

Task Objective	** Supv Init	Date
Conduct aircraft computer system training		
Conduct Crew-Served Weapons (CSW) live fire training		
Conduct endurance training		
Conduct extraction force training		
Conduct flight/ground training		
Conduct in-flight/ground Search and Rescue (SAR) training		
Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training		
Conduct Naval Aircrew Warfare Specialist (NAWS) training		
Conduct nutrition training		
Conduct strength training		
Provide mine hunting training		
Provide mine neutralization training		
Provide mine sweeping training		
Provide Personnel Recovery (PR) training		
Provide Search and Rescue (SAR) training		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PRIMARY MISSION AREAS

Task Objective	** Supv Init	Date
Analyze mine-like contacts		
Analyze ocean environmental data		
Analyze Post Mission Analysis (PMA) operations		
Calculate clearance percentage operations		
Calculate risk of ship and aircraft operations in minefields		
Calculate target offsets		
Classify mine-like contacts		
Complete cargo and personnel manifests		
Conduct mine hunting operations		
Conduct mine neutralization operations		
Conduct mine sweeping operations		
Conduct Search and Rescue (SAR) operations		
Conduct Tactical Evacuations (TACEVAC)		
Configure mission equipment		
Inspect Airborne Mine Countermeasures (AMCM) equipment		
Inspect Aircraft Survivability Equipment (ASE)		
Inspect Vertical Onboard Delivery (VOD) and logistics equipment		
Load mission data		
Manage Mine Countermeasures (MCM) database		
Operate crew hover systems		
Perform Airborne Mine Countermeasures (AMCM) operations		
Perform Built-In Test (BIT)		
Perform cargo operations		
Perform crew and passenger pre-flight preparations		
Perform maritime Search and Rescue (SAR) swimmer operations		
Perform overland Search and Rescue (SAR) swimmer operations		
Perform Post Mission Analysis (PMA) operations		
Perform Vertical Onboard Delivery (VOD) and logistic operations		
Prepare mission data		
Transmit data link contacts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SECONDARY MISSION AREA

Task Objective	** Supv Init	Date
Conduct Anti-Surface Warfare (ASUW) operations		
Conduct cast and recovery operations		
Conduct Close Air Support (CAS) operations		
Conduct Combat Rubber Raiding Craft (CRRC) operations		
Conduct Direct Action (DA) in Maritime and Riverine environment		
Conduct fast rope operations		
Conduct Humanitarian Aid and Disaster Relief (HADR) operations		
Conduct Intelligence Surveillance Reconnaissance (ISR) operations		
Conduct interdiction operations		
Conduct Non-Combatant Evacuation Operations (NEO)		
Conduct Personnel Recovery (PR) operations		
Conduct rappel operations		
Conduct Special Operations Forces (SOF) operations		
Conduct Special Patrol Insertion/Extraction (SPIE) operations		
Inspect Functional Check Flight (FCF) equipment		
Inspect Special Operation Forces (SOF) equipment		
Perform aerial fire fighting operations		
Perform Aircraft Survivability Equipment (ASE) procedures		
Perform Bomb Hit Assessment (BHA)		
Perform Emergency Destruction Plan (EDP) procedures		
Perform Functional Check Flight (FCF) operations		
Perform Surface Surveillance Coordination (SSC) operations		
Plan Anti-Surface Warfare (ASUW) operations		
Plan Close Air Support (CAS) operations		
Plan Direct Action (DA) in Maritime and Riverine environment		
Plan Humanitarian Aid and Disaster Relief (HADR) operations		
Plan Intelligence Surveillance Reconnaissance (ISR) operations		
Plan interdiction operations		
Plan Non-Combatant Evacuation (NEO) operations		
Plan Personnel Recovery (PR) operations		
Plan Special Operation Force (SOF) operations		
Plan Special Operations Forces (SOF) operations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating. Signature level at discretion of command.

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.

LaDR

Naval Aircrewman - Helicopter
Airman Apprentice to Airman

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:
    6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.

- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.
- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4
6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
ATP 28, Allied Antisubmarine Warfare Manual				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
DST 1220S-646-93, Acoustic Characteristics of CIS Submarines, Type 1 Through 4-Diesel				
EPL, ELINT Parameter Limits				
JOINT PUB 3-07.2, Anti Terrorism				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
SECNAV M-5510.30, Department of the Navy Personnel Security Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
NWP 3-22.5 ASW Supp, Air ASW Supplement				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
Naval Institute Guide, Combat Fleets of the World				
NAVAIR 01-75PAI-11-6-75, Inflight Handbook, Non-Acoustic Sensor Station, ASQ-222, 3.1 TMS				
NAVAIR 01-75PAI-11-6-31, Inflight Handbook Non-Acoustic ASQ-222				
NAVAIR 01-75PAC-11-6-39, Inflight Handbook Acoustic USQ-78				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Naval Aircrewman - Helicopter
Petty Officer Third Class
(Apprentice/Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.
HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.
Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.
MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
  https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
AIP APS-137D(V)5 Users Manual, P-3C AIP AN/APS-137D(V)5 Radar System Users Manual				
ATP 28, Allied Antisubmarine Warfare Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
D/E-2D-0039, Multiservice Tactics Techniques and Procedures (SERE Student Handbook)				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 01-75PAC-11-6-39, Inflight Handbook Acoustic USQ-78				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
NWP 3-50.22, Navy Combat Search and Rescue (SAR) Manual Supplement				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.30, Department of the Navy Personnel Security Program				
SECNAV M-5510.36, Department of the Navy Information Security Program				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Helicopter
Petty Officer Second Class
(Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
700A - Unmanned Aerial Vehicle (UAV) External Pilot	Commercial	N/A		
701A - Unmanned Aerial Vehicle (UAV) Internal Pilot	Commercial	N/A		
G30A - MQ-8B Mission Payload Operator (MPO) [1]	Commercial	N/A		
G31A - MQ-8B Air Vehicle Operator (MPO) [1]	Commercial	N/A		
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

Unmanned Aerial Vehicle (UAV) External Pilot - Directly controls the flight of the UAV during launch and recovery operations by visual reference to the UAV.

Unmanned Aerial Vehicle (UAV) Internal Pilot - Operates and navigates UAV during the enroute, mission and return phase of flight.

MQ-8B Mission Payload Operator (MPO) - Operates MQ-8B mission payload during flight.

MQ-8B Air Vehicle Operator (AVO) - Develops and inputs Air Vehicle flight plan. Directs, monitors and provides input changes to Air Vehicle in flight.

Instructor - Directs teaching/learning activities in schools, training centers and selected reserve units. Writes learning objectives, prepares test items, evaluates instructional materials and the results of instruction and counsels students on academic learning problems.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address | | QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: | | Phone Number:

Leading Chief Petty Officer: | | Phone Number:

Leading Petty Officer: | | Phone Number:

Sponsor/Mentor: | | Phone Number:

Depart/Division Career Counselor: | | Phone Number:

Date of Initial Entry to Military Service (DIEMS): | Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: | Report Date: | EAOS/EOS: | PRD: | SEA / SHORE: /

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

Date Advanced: | Eligible Advancement Date: | Number of times up:

HYT Date: | Security Clearance Level: | Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: | 48 Month: | 60 Month:

Family Care Plan: | Mil to Mil:

Sailor 360: | Special Program: | Member Request:

HYT 24 months (Date): | HYT Waiver Date: | ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: | Career Waypoint not approved:

Rating Conversion: | Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: | Separation: | Career Status Bonus (election message received):

Physical Fitness Test Failure: | Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: | (prior to submission, command endorsement):

Naval Academy: | Naval Academy Preparatory School (NAPS):

Officer Candidate School: | Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): | Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

  1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.
- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CMP/JMPS, COE Message Processor (CMP) Configuration Guide for Legacy Users				
COMPATRECONGRUINST 3500.25, Readiness Training Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 28 SSQ-500-1, SONOBUOY Technical Reference Manual				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14137, MASTER-AT-ARMS				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
ONI Products, ONI Home Page				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
NAVEDTRA 14031, Aviation Warfare Systems Operator 1 & C				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Helicopter
Petty Officer First Class
(Journeyman/Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
700A - Unmanned Aerial Vehicle (UAV) External Pilot	Commercial	N/A		
701A - Unmanned Aerial Vehicle (UAV) Internal Pilot	Commercial	N/A		
G30A - MQ-8B Mission Payload Operator (MPO) [1]	Commercial	N/A		
G31A - MQ-8B Air Vehicle Operator (MPO) [1]	Commercial	N/A		
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

Weapons and Tactics Instructor - Performs in an instructor billet at Weapons Schools, Type Wings, and Squadrons within in the classroom, lab/simulator, or during training flights. Through training process, instructor will qualify as range Safety Officer for training events, as well as Small Arms Marksmanship Instructors (SAMI) and Helicopter Aerial Gunnery Instructors (HAGI).

Unmanned Aerial Vehicle (UAV) External Pilot - Directly controls the flight of the UAV during launch and recovery operations by visual reference to the UAV.

Unmanned Aerial Vehicle (UAV) Internal Pilot - Operates and navigates UAV during the enroute, mission and return phase of flight.

MQ-8B Mission Payload Operator (MPO) - Operates MQ-8B mission payload during flight.

MQ-8B Air Vehicle Operator (AVO) - Develops and inputs Air Vehicle flight plan. Directs, monitors and provides input changes to Air Vehicle in flight.

Instructor - Directs teaching/learning activities in schools, training centers and selected reserve units. Writes learning objectives, prepares test items, evaluates instructional materials and the results of instruction and counsels students on academic learning problems.

Recruit/Assistant Recruit Company Commander/Recruit Instructor - Instructs and acts as Recruit Company Commander or Assistant Recruit Company Commander and Recruit Instructor at Recruit Training Commands.

Navy Recruiter Canvasser - Recruits individuals into the U.S. Navy and Naval Reserve. Possesses expertise in recruiting techniques and knowledge of recruiting textbooks and Navy enlistment programs and policies. Communicates and relates effectively with prospects, groups and the community. Possesses a basic knowledge of classification techniques.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

    1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

    2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

    3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

    1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

    2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

> NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
> PRESIDENT
> FY-**XX ACTIVE/RESERVE** E7 ENLISTED SELECTION BOARD #**XXX**
> 5640 TICONDEROGA LOOP BLDG 768 RM E302
> MILLINGTON TN 38055
>   **(Active = 360 / SELRES = 335 / TAR = 336)**

> (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
 https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.

- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.
- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVEDTRA 14137, MASTER-AT-ARMS				
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CMP/JMPS, COE Message Processor (CMP) Configuration Guide for Legacy Users				
COMPATRECONGRUINST 3500.25, Readiness Training Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 28 SSQ-500-1, SONOBUOY Technical Reference Manual				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
ONI Products, ONI Home Page				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
NAVEDTRA 14031, Aviation Warfare Systems Operator 1 & C				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Helicopter
Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	
G41A - Tactical/Mobile (TacMobile) Watch Officer [1]	10UM	C-101-4004 (PL)	33 days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

Tactical/Mobile (TacMobile) Watch Officer – Provides leadership and management control of Tactical Support Center (TSC) and Mobile Operations Control Center (MOCC) operational watch teams and CV-TSC operational watch teams through employment of unique Command, Control, Communications, Computers and Intelligence (C4I) Systems and techniques which will assist Task Group Commanders in planning and executing assigned missions within the Navy Command and Control System (NCCS), Joint Maritime Command Information System (JMCIS), and Global Command and Control Systems-Maritime (GCCS-M) networks.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

Weapons and Tactics Instructor - Performs in an instructor billet at Weapons Schools, Type Wings, and Squadrons within in the classroom, lab/simulator, or during training flights. Through training process, instructor will qualify as range Safety Officer for training events, as well as Small Arms Marksmanship Instructors (SAMI) and Helicopter Aerial Gunnery Instructors (HAGI).

Instructor - Directs teaching/learning activities in schools, training centers and selected reserve units. Writes learning objectives, prepares test items, evaluates instructional materials and the results of instruction and counsels students on academic learning problems.

Recruit/Assistant Recruit Company Commander/Recruit Instructor - Instructs and acts as Recruit Company Commander or Assistant Recruit Company Commander and Recruit Instructor at Recruit Training Commands.

Navy Recruiter Canvasser - Recruits individuals into the U.S. Navy and Naval Reserve. Possesses expertise in recruiting techniques and knowledge of recruiting textbooks and Navy enlistment programs and policies. Communicates and relates effectively with prospects, groups and the community. Possesses a basic knowledge of classification techniques.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E8 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
         (Active = 235 / SELRES = 205 / TAR = 206)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Naval Aircrewman - Helicopter
Senior Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Aviation Rescue Swimmer School [1]	6597	C-050-0600	33 Days	
AWS A-1 School [1]	05DX	C-210-2013	36 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G01A - HH-60H Utility Aircrewman [1]		N/A		
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G41A - Tactical/Mobile (TacMobile) Watch Officer [1]	10UM	C-101-4004 (PL)	33 days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CSC - Command Senior Chief (CMDCS) [1]	Newport, RI	A-570-4500	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

Tactical/Mobile (TacMobile) Watch Officer – Provides leadership and management control of Tactical Support Center (TSC) and Mobile Operations Control Center (MOCC) operational watch teams and CV-TSC operational watch teams through employment of unique Command, Control, Communications, Computers and Intelligence (C4I) Systems and techniques which will assist Task Group Commanders in planning and executing assigned missions within the Navy Command and Control System (NCCS), Joint Maritime Command Information System (JMCIS), and Global Command and Control Systems-Maritime (GCCS-M) networks.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

Weapons and Tactics Instructor - Performs in an instructor billet at Weapons Schools, Type Wings, and Squadrons within in the classroom, lab/simulator, or during training flights. Through training process, instructor will qualify as range Safety Officer for training events, as well as Small Arms Marksmanship Instructors (SAMI) and Helicopter Aerial Gunnery Instructors (HAGI).

Instructor - Directs teaching/learning activities in schools, training centers and selected reserve units. Writes learning objectives, prepares test items, evaluates instructional materials and the results of instruction and counsels students on academic learning problems.

Recruit/Assistant Recruit Company Commander/Recruit Instructor - Instructs and acts as Recruit Company Commander or Assistant Recruit Company Commander and Recruit Instructor at Recruit Training Commands.

Navy Recruiter Canvasser - Recruits individuals into the U.S. Navy and Naval Reserve. Possesses expertise in recruiting techniques and knowledge of recruiting textbooks and Navy enlistment programs and policies. Communicates and relates effectively with prospects, groups and the community. Possesses a basic knowledge of classification techniques.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Command Master Chief: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

> NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
> PRESIDENT
> FY-**XX ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #**XXX**
> 5640 TICONDEROGA LOOP BLDG 768 RM E302
> MILLINGTON TN 38055
>   **(Active = 210 / SELRES = 205 / TAR = 206)**

> (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR) [3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention [3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Helicopter
Master Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E8 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778V	D-050-3100 (P/L)	141 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	468T	E-050-3100 (P/L)	137 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	778W	D-050-3102 (P/L)	110 Days	
G34A - MH-60S Multi-Mission Helicopter Aircrewman [1]	4822	E-050-3102 (P/L)	113 Days	
G02A - Helicopter Search and Rescue Aircrew Swimmer [1]	6597	C-050-0600	33 Days	
G13A - MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman [1]	2048	D-050-2793 (P/L)	170 Days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewman Helicopter (AWS) are members of a multi-mission helicopter integrated tactical crew. Their primary missions include search and rescue (SAR) operations, Airborne Mine Countermeasures utilizing sonar, magnetic, mechanical and acoustic mine sweeping systems and logistics support in support of tactical missions worldwide. In addition, they perform aircrew operations administration, flight/ground training, internal/external cargo movement, medical evacuations (MEDEVAC), passenger transport, aerial gunnery, small arms handling, Naval Special Warfare insertion and extraction operations, Vertical Replenishment (VERTREP), Night Vision Device (NVD) operations and perform Observer duties for safety of flight. These duties contribute directly to aircrew operations, training and administration for the purposes of attaining and maintaining current squadron aircrew qualifications and certifications. The prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with multi-mission helicopters and a familiarization with security protocols. Naval Aircrewman Helicopter must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

MH-60S Multi-Mission Helicopter Aircrewman - Performs in-flight duties as MH-60S Aircrewman.

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Helicopter Search and Rescue Aircrew Swimmer - Performs aviation rescue swimmer duties and search and rescue operations primarily from non-tactical rotary wing aircraft.

MH-53 Airborne Mine Countermeasures (AMCM) Aircrewman - Performs in-flight duties and operates appropriate airborne equipment in helicopter mine countermeasures operations.

Weapons and Tactics Instructor - Performs in an instructor billet at Weapons Schools, Type Wings, and Squadrons within in the classroom, lab/simulator, or during training flights. Through training process, instructor will qualify as range Safety Officer for training events, as well as Small Arms Marksmanship Instructors (SAMI) and Helicopter Aerial Gunnery Instructors (HAGI).

3-M System Coordinator - Responsible for the coordination of all facets of maintenance and material management (3-M) systems. Must possess the ability to implement, evaluate, and coordinate the ship's planned maintenance systems (PMS). As the Maintenance Data Systems (MDS) manager, the 3-M coordinator must possess the ability to operate and effectively manage the MDS. The 3-M Systems Coordinator also serves as the ship's availability manager.

Command Master Chief - Performs as the principle enlisted advisor to their respective commander/commanding officers under the provisions of OPNAVINST 1306.2 (series).

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Commanding Officer: Phone Number:

Executive Officer: Phone Number:

Command Master Chief: Phone Number:

Department Head: Phone Number:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWS-Naval Aircrewman Helicopter rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWS-Naval Aircrewman Helicopter rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWS-Naval Aircrewman Helicopter Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Airfield Operations Specialists
Emergency Management Directors
Emergency Medical Technicians
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Paramedics
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
2181 - Aircraft Operation Series
2183 - Air Navigation Series
2185 - Aircrew Technician Series
2610 - Electronic Integrated Systems Mechanic

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: http://www.navycollege.navy.mil/

How do I get started?

You already have. All your training up to this point is part of your Naval Aircrewman - Helicopter Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR AWS

Recommended Associates' degrees for the Airman
Oceanography, Chemical and Physical
Aeronautical/Aerospace Engineering Technology/Technician
Electromechanical/Electromechanical Engineering Technology/Technician
Industrial Technology/Technician

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR AWS

Recommended Bachelors/Masters degrees for the Airman
Aerospace, Aeronautical, and Astronautical/Space Engineering, General
Science/Technology Management
Organizational Leadership

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: https://www.navycollege.navy.mil

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: https://www.navycollege.navy.mil

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: https://jst.doded.mil/

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

SAMPLE DEGREE PLAN

	Florida Community College	
	NCPDLP ROADMAP	

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~

COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581:Professional Development in the Work Environment	3						Y	
MAN2125:Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	**E4**	**E5**	**E6**	**E7**	**E8**	**E9**	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)	Credit based on individual evaluation							
Total Elective Hours———————	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* Disclaimer: Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795   FAX: 904-632-5073
Email: military@fccj.edu

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2